

6 November 1980

DISPOSITION OF DCI PAPERS

General: The review process towards the determination of what materials the DCI may wish to retain should include the following three categories of review:

- A. Review for declassification or sanitization for DCI retention.
- B. Review for access (i.e., material the DCI wishes to refer to) but which requires secure storage).
- C. Review of collected material with a view toward destruction either because it is not truly important or is so sensitive or personal but one envisions no need for it once leaving the DCI position.

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| <u>Categories of DCI Papers</u>  | <u>Review Guide</u>  |
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| 1. Unofficial papers, personal correspondence, etc., DCI brought with him.   | Retain or destroy.   |
| 2. Official papers classified and unclassified DCI brought with him.   | Retain or destroy. If classified, designate a place for safekeeping.   |
| 3. Unofficial/personal correspondence while DCI.   | Retain or destroy.   |
| 4. Calendars/schedules.  | Retain if sanitized; copies to remain in ER.   |
| 5. Official/classified papers which have been Registered.  | Destroy DCI's copy since one is in ER or make a determination per A and B above.                               |
| 6. Official/classified papers which have been Registered but are judged to be important for record keeping and future reference.   | Release to ER and make a determination per A and B above.  |
| 7. Official/classified papers that are Eyes Only or super sensitive that are not Registered but judged to be of possible use to a future DCI or his designee (usually DDCI and Executive Secretary). This category includes all material about which ER has only a "blind copy." | Release to Executive Secretary for unspecified non-index files (i.e., Eyes Only) and review per A and B above. |